



United States Postal Service  
Office of Inspector General  
Attn: Human Resources  
1735 N. Lynn Street, 10<sup>th</sup> Floor  
Arlington, VA 22209-2020

## USPSOIG VACANCY ANNOUNCEMENT #05-27

### Director – Marketing (Audit)

Grade: Director Band  
FLSA: Exempt  
Salary: \$89,625 - \$116,517  
(Locality Pay Authorized)  
Position: One Located in Arlington, VA  
Relocation Expenses May Be Paid  
Open: 03/09/05 Closing Date  
EXTENDED TO: Open Until Filled

The Office of Inspector General of the United States Postal Service is seeking a highly qualified applicant to fill our Director Marketing (Audit) position located in Arlington, VA. The candidate will manage audits, provide a full range of supervision to staff, provide strategic direction to the directorate and manage diverse administrative operations. The candidate must be highly motivated and demonstrate experience in planning and reporting audits. The OIG conducts audits and investigations to prevent and detect fraud, waste, abuse and mismanagement affecting the Postal Service.

#### **MINIMUM QUALIFICATIONS**

- Bachelor's Degree from an accredited college or university, or four years of related professional experience, or a combination of 4 years college and related professional experience
- At least 7 years professional auditing experience
- Previous supervisory experience in audits/evaluations

#### **DESIRED QUALIFICATIONS**

- Bachelor's Degree from an accredited college or university in the auditing/accounting area
- Experience in auditing major acquisitions
- Advanced Academic Degree or 10 years related professional experience or Professional Certification (CPA, CIA, etc)
- Experience in marketing

#### **EVALUATION FACTORS**

- Demonstrated experience in planning and conducting complex audits, evaluations, reviews, surveys or other analytical processes
- Demonstrated experience serving as a director/manager/supervisor establishing work plans and/or directly supervising a staff of subordinates
- Ability to provide strategic direction to a directorate
- Ability to communicate, both orally and in writing, with emphasis on reporting, audits, reviews, surveys, evaluation findings, or similar results
- Knowledge of marketing principles and techniques to determine the promotional focus and strategic initiatives of sales and marketing programs

#### **ADDITIONAL REQUIREMENTS**

- Ability to pass a physical examination, drug screening, and background investigation
- May require up to 30% travel

#### **TO BE CONSIDERED, APPLICANTS MUST SUBMIT**

- Any of the following forms: OF-612, SF-171, PS Form 2591, PS Form 991, or a resume
- Latest performance appraisal (within 15 months)
- A separate, written narrative addressing the minimum and desired qualifications
- A separate, written narrative that describes specific experience (tasks and accomplishments) for each Evaluation Factor (limited to one page per factor)

#### **NOTE**

- **OPEN TO ALL SOURCES**
- **U.S. CITIZENSHIP REQUIRED**
- **APPLICATIONS MUST BE SUBMITTED TO THE FOLLOWING EMAIL ADDRESS:**  
[jobs@uspsoig.gov](mailto:jobs@uspsoig.gov) OR  
**FAXED TO: (703) 248-2449**
- **MUST BE RECEIVED BY MIDNIGHT (EST) ON THE CLOSING DATE OF THE ANNOUNCEMENT**
- **APPLICANTS WHO DO NOT ADDRESS EACH OF THE EVALUATION FACTORS WILL NOT BE CONSIDERED**

Applicants must meet all eligibility requirements by the closing date of the announcement. **ALL SUBMISSIONS MUST INCLUDE THE VACANCY ANNOUNCEMENT NUMBER.**



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### **BASIS OF RATING**

Candidates will be evaluated on the skills they possess that are directly related to the duties of the position and/or the experience, education and training, that indicates the applicant's ability to acquire the particular knowledge and skills needed to perform the duties of the position.

### **REASONABLE ACCOMMODATIONS**

This agency provides reasonable accommodations to applicants with disabilities. If you require accommodations for any part of the application and/or hiring process, please call (703) 248-2353. The decision on granting an accommodation request will be made on a case-by-case basis.

**Job Line Number:**  
**1-888-OIG-HIRO**  
**1-888-644-4470**  
**DC Relay Service:**  
**202-855-1234 (TTY)**  
**Or Visit our website:**  
[www.uspsig.gov](http://www.uspsig.gov)